

How do I set Cleaning Units (or Credits) for my Rooms?

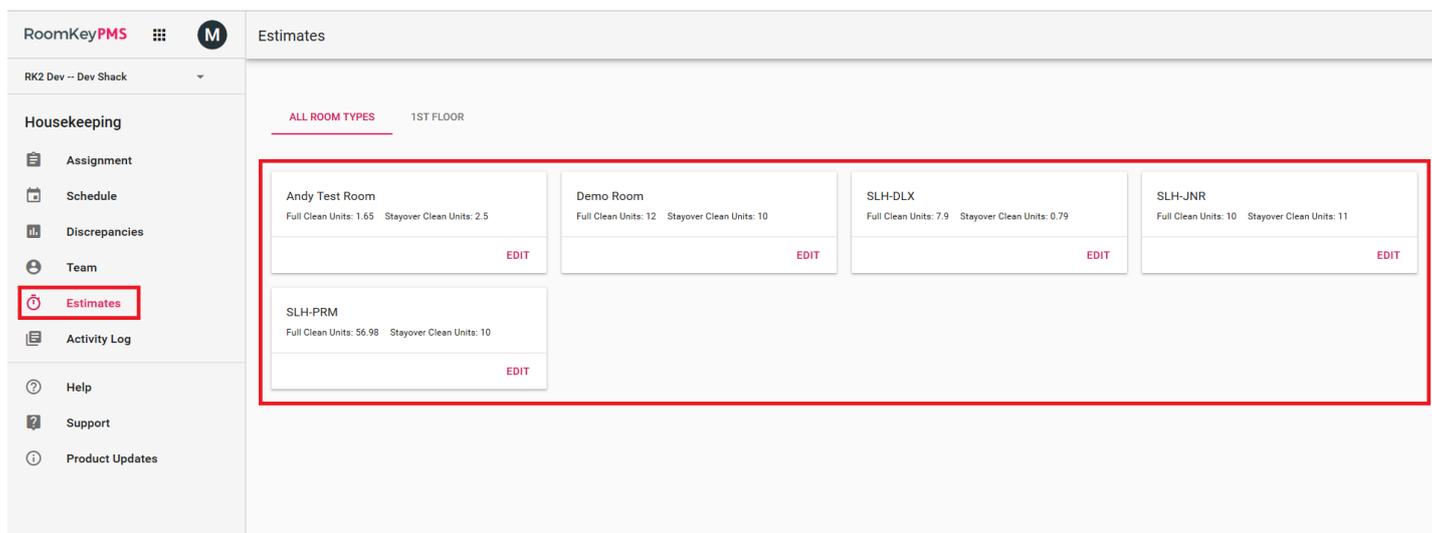
As many hotels manage Housekeeping labour efforts through the use of Cleaning Credits, the PMS has the ability to define and set these for each Room Type. The following article reviews how Cleaning Credits can be assigned and configured.

NOTE: The use of Cleaning Units for Rooms and Attendants is completely optional, and is not a required part of the Housekeeping setup. For properties that do not wish to use Cleaning Units, simply leave the **Full Clean** and **Stayover Clean Units** at 0.

Assigning Cleaning Units to Room Types

Proceed to the **Estimates** page. The property's Room Types should all be displayed here under the **All Room Types** header. If any are missing, they will need to be added through the Desktop version of the PMS.

NOTE: Room Types can also be viewed by **Section**. In the below image, the Sections **1st Floor**, **2nd Floor** and **3rd Floor** are also listed, and can be clicked on to view the Room Types included in those sections. For more information on setting up Sections, please see the article [How do I set up a Section?](#) in the Housekeeping Module.



The screenshot shows the 'Estimates' page in the RoomKey PMS. The left sidebar contains a navigation menu with 'Estimates' highlighted. The main content area displays a list of room types under the 'ALL ROOM TYPES' header. Each room type card shows the room name, 'Full Clean Units', and 'Stayover Clean Units' values, along with an 'EDIT' button. A red box highlights the room type cards.

Room Type	Full Clean Units	Stayover Clean Units
Andy Test Room	1.65	2.5
Demo Room	12	10
SLH-DLX	7.9	0.79
SLH-JNR	10	11
SLH-PRM	56.98	10

Depending on individual setups, some properties may choose to define their Cleaning Units as "Credits" per room, whereas others may define them as "Minutes" per room. Either option can be used here.

To assign a **Cleaning Unit** value to a Room Type, click **Edit** on the desired Room Type. There are two options:

1. **Full Clean Units** - This option represents a full strip and cleaning of a departure room, and should account for all cleaning tasks associated with this scenario
2. **Stayover Clean Units** - This option represents a lighter daily room cleaning for guests that are still checked in and "staying over"

Fill in the desired **Cleaning Units** for each option, and click **Save**. Repeat these steps until all Room Types are configured.

